

Outlook Tips

Using Journal to track your time.

In Outlook there is a feature that will allow the user to keep track of the time they had spent on different projects, documents, phone calls, meetings and other duties they had participated in. This feature is called the Journal.

In this weeks Tip I will give you a short introduction to the Journal Feature in Outlook. And show you how to automatically track the time you spend working on documents that you create in Office.

To enable this feature you will do the following:

1. Go into Tools → Options
2. In the References Tab you will see Journal Options, click on that button
3. You will then be taken to an option box that will allow you to select what you want to track.
4. In the first section you will be asked to record the

following:

Automatically record these items:

- ☒ E-mail Message
- ☒ Meeting cancellation
- ☒ Meeting request
- ☒ Meeting response
- ☒ Task request
- ☒ Task response

5. Placing a check mark next to any item will allow you to record those actions.
6. Below that you will then be asked of which programs you want to keep track of:

Also record files from:

- ☒ Microsoft Excel
- ☒ Microsoft PowerPoint
- ☒ Microsoft Word

7. Placing a check next to the items will record every time you work on an item in that particular program.
8. In the next item you will be asked which of your contacts you want to track in the journal.

For these contacts:

- ☐ Names of the Contacts will be next to the check boxes.

9. Place a checkmark next to the name you want to track.
10. Once you have finished that you need to select OK and Outlook will now track all the

emails from those particular contacts.

To view the Journal and see your entries you will need to do the following:

1. Go to View in the Menu and select Journal.
2. Notice the calendar, this will show you what you worked on and what date you did that on.

This will allow you to track items you worked on in Office.

If you have any questions you can always contact the training coordinator. Here is the schedule of training sessions offered the next two weeks:

December 6 – December 17:

12/7 Excel Formula Auditing
 12/8 Intro to Computers (Introduction to Windows)
 12/9 Word Beginner
 12/14 Excel Beginner
 12/16 Intro to Outlook

These classes take place from 1:30pm – 4:30pm on the specified days. If you want to take any of these call 799-5117 or email the Training Coordinator at

WWaupoose@mitw.org

See you next time!!!